TRANSPORTATION

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Caltrans Architectural and Engineering Contract Information

Updated 4/07/11

Welcome to the Caltrans Architectural and Engineering (A&E) Contracts web page. This page offers links to documents and other information to assist consultants.

Would you like to be informed of updates to our website by email? Subscribe to our email notification service. NEW

AASHTO'S AUDIT GUIDE

Caltrans Letter Regarding Revised Audit Guide

AASHTO Audit Guide

REGULATIONS

The Department adopted regulations establishing procedures for selection of private architects and engineers. The text of these regulations can be found via the following link under Title 21, Public Works; Division 2, Department of Transportation; Chapter 12, Selection Process for Private Architectural and Engineering Firms.

Link to Regulations

CONTRACT INFORMATION

A&E Look Ahead Report (Updated 4/7/11)

<u>A&E Contracts Currently Being Advertised (including Public Private parterships and Design Build Projects</u>

<u>Instructions to View/Search Caltrans A&E Contracts Advertisements</u> (Updated 2/25/11)

Bidders list will be posted on BidSync at least once during the solicitation process. Caltrans advises that prospective consultants periodically check Bidsync for modifications to solicitation documents. Caltrans is not responsible for a prospective consultant's misunderstanding of the solicitation or nonresponsive submittal due to failure to check BidSync for updates or addenda to solicitation documents and/or other information regarding the solicitations. Failure to periodically check these websites will be at the consultant's sole risk. *NEW*

A&E DBE/UDBE/SB/DVBE Commitment for Awarded Contracts FY 10/11 (Updated 3/30/11)

FREQUENTLY ASKED QUESTIONS (FAQ'S)

A&E FAQ's

GENERAL INFORMATION

A&E Consultant Process Flow Chart 2007 (MS Word Document)
Consultant Accounting and Audit Guidelines

Important information you need to know if your firm is being audited.

Consultant Guidelines for Prevailing Wage and Labor Compliance (PDF)

Travel Guidelines for Consultants

RFQ INSTRUCTIONS

<u>Statement of Qualifications Submittal Instructions and General Contract Process Information</u> (Rev. 10/21/10) PDF

SOQ Responsiveness Checklist (Rev. 9/30/09) PDF

Evaluation Forms

Statement of Qualification - Initial Evaluation, ADM 2027 (Rev. 7/14/09)

Interview - Final Evaluation - Presentation and Interview, ADM 2028a (Rev. 7/14/09)

Interview - Final Evaluation - Interview Only, ADM 2028b (Rev. 7/14/09)

FORMS REQUIRED WITH SOQ

SF330 - Architect - Engineer Qualifications

GOAL REQUIREMENTS

State

STD 840 - DVBE Participation Requirements/Instructions (Rev. 9/01/09)

GSPD 105 Bidder Declaration

Federal

<u>ADM0227F-A&E - Disadvantaged Business Enterprise (DBE) Information/Underutilized DBE (UDBE) Participation</u>

<u>ADM0312F - Bidder/Proposer Underutilized Disadvantaged Business Enterprise (UDBE) Good Faith</u> Efforts Documentation

COST PROPOSAL FORM

ADM2032 - Cost Plus Fixed Fee Cost Proposal

ADM 2033 - On Call Cost Proposal (Word 2003 format)

<u>ADM 2033 - On Call Cost Proposal</u> (Excel 1997 format) This cost proposal format is for construction inspection contracts and surveying contracts.

Use this format only for construction inspection and surveying contracts. Instructions are forthcoming.

ADM 2033 - On Call Cost Proposal ODC's (Excel 2003 format)

ADM 2034 - Firm Fixed Price Cost Proposal

ADM 2035 - Milestone Cost Proposal

INVOICE FORMS AND INSTRUCTIONS-(Excel 1997 Format)

Forms

Invoice-Fixed Rate Comp

Invoice-Cost Per Unit Work

Invoice-Cost Plus Fixed Fee

Invoice-Firm Fixed Price

FFP Hours Report

FFP Personnel List

Contract Summary

FORMS REQUIRED FROM AWARDED CONSULTANT

ADM 2046, Small Business Questionnaire

STD204 - Payee Data Record (Revised 6/2003)

Files with the "PDF" notation are in Adobe PDF format and will require the current version of the Adobe Reader to view and print the file. This is freeware and can be dowloaded and installed by clicking here.

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